

Step 2: Program Review Guidelines

(Format for Submission)

Please note: A program review is required for each program submitted to the Arizona State Board of Education for review. If you are submitting five (5) programs, you will submit five (5) program reviews.

Cover Page

Name of Institution of Higher Education

Mailing Address

Name of Contact Person

Title of Contact Person

Phone Number of Contact Person

E-mail Address of Contact Person

Submission Date

Step 2: Program Review Guidelines

The program review consists of six (6) sections:

Section A: Program

Section B: Field Experience

Section C: Assessment

Section D: Internal and External Evaluations

Section E: Program Matrix

Section F: Technology Standards (preservice teaching programs only)

The application was designed using Microsoft Word, Arial, 11-point font and a table format. When submitting Step 2: Program Review, please adhere to the following guidelines:

- Use the form adopted by the State Board of Education for Step 2: Program Review.
- Use 11-or 12-point font.
- Use either Times New Roman or Arial font.
- Print only on the front side of each page.
- Number each page (i.e., 1 of 25).
- Each page must include a footer with the name of the institution, program, and date of submission.
- Begin the response for each indicator on a new page (e.g., A-1, A-2, A-3).
- Protruding tabs must be used. When referring to an item in the appendix, identify the appendix and the page number (e.g., Teach+Me, Appendix A, p. 25). When referring to the Preliminary Review Guidelines, please provide the page number.
- Submit four (4) copies of the Program Review document(s) and appendices. These document(s) must be submitted in three-ring binders.
- A copy of the Program Review document(s) and appendices must be burned onto a CD.
- Documents must be received by the Arizona Department of Education on the scheduled submission date of January 15th or July 15th.

Hints

- The submission should be clear, concise, consistent, and comprehensive.
- Use tables, charts, and graphs whenever possible.
- Everything is important (e.g., spelling, punctuation, capitalization, and spacing).

Submit the CD and four (4) copies of the Step 2 Program Review documents and appendices to:

Patty Hardy
Director, Title II-A
Arizona Department of Education
1535 W. Jefferson
Phoenix, Arizona 85005

If you have questions about the approval process, please do not hesitate to contact me at 602.542.3626 or [phardy@ade.az.gov](mailto:p Hardy@ade.az.gov).

Sincerely,

Patricia L. Hardy
Director, Title II-A